

theResource

Volume 1, Issue 20, January 2014

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VOLUME 1, ISSUE 20

JANUARY 2014

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From the CHRO's Nest:

The old United States Postal Service creed, "*Neither snow nor rain nor heat nor gloom of night stays these couriers from the swift completion of their appointed rounds*" may not have applied to Georgia Southern faculty, staff and students this past Tuesday and Wednesday when inclement weather hit the Statesboro area. Fortunately, employees were able to leave campus early enough to drive home before the worst of the storm hit our community.

As you will discover our first newsletter of the 2014 calendar year is jam-packed of timely new learning opportunities for faculty and staff. I highly recommend all the available courses but wish to draw your attention to two in particular, "Legal Affairs Boot Camp" which will be facilitated by Legal Counsel, Maura Copeland; and Preventing Harassment in the Workplace by Attorney Jeff Thompson who has previously presented many programs on our campus in the past. Limited seating is available, so please ensure your spot by signing up at training.georgiasouthern.edu.

Human Resources has spent the last year developing a new classification/compensation system which will go forward to the President's Cabinet for adoption in the very near future. Once approved, Human Resources will have open sessions explaining the new system to all interested on campus. This new system will assist the University greatly with IPEDS reporting and USG BCATS administration. It will also make the classification system more transparent for unit heads and employees.

Thank you for your continued interest in our Human Resources newsletter.

Paul Michaud

ATTENTION HIRING MANAGERS!

The University System of Georgia now mandates that student employees complete Ethics training. Therefore, the compliance period for student employees to complete this course will be from Monday, February 3 through Friday, February 21. The Ethics training will be done in the Building a Better U eLearning system. The course will be placed in each student employee's "My Plan" on the morning of February 3. It should take students approximately 25 minutes to complete, including watching the video and taking the quiz. Please have your student employees use their student email accounts (example-ab01234) when logging into My.GeorgiaSouthern to access Building a Better U.

Hiring managers will be receiving an email reminder on February 3rd reiterating the importance of having student employees take the Ethics training to become compliant with Board of Regent policy. Please inform your student employees of what is expected.

For questions, contact Jeff Laws at 478-7120 or jlaws@georgiasouthern.edu.

Personnel Action Form Training

All sessions will be held in the
Human Resources
Training Room.
9:00 to 10:30 AM

- February 12
- March 20
- April 16
- May 14

To sign up for any of these
sessions, please visit
training.georgiasouthern.edu.

Check out the new video tutorials in



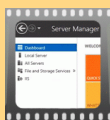
Apple iPad iOS 7



Adobe Dreamweaver



Microsoft Windows Server 2012 R2



Android Application Development



Simply search for the topic and
select videos in the search
results.

Training Opportunities

Legal Affairs Boot Camp

Merriam-Webster defines "boot camp" as: "a program or situation that helps people become much better at doing something in a short period of time." This course is an eight-week, comprehensive overview of legal issues facing the University and its employees. Employees will learn to recognize legal issues as they arise and will gain an understanding of the rules, regulations, laws and policies that apply to University operations. Participants will be provided with useful reference materials and web links and will become familiar with campus resource persons for each area covered. By the end of the course, participants will be much better at recognizing situations in which certain laws or policies may apply and will know where to go on campus to find assistance. The course will be taught by Associate Vice President for Legal Affairs, Maura Copeland. All courses will be from 9:00 to 11:00 am in College of Education, Room 3166H.

- Feb. 6 Structure of the University and the USG, Sources of Law/Policy, Compliance
- Feb. 13 The First Amendment (including issues involving religion and speech/press)
- Feb. 20 Student issues (including due process, FERPA, and disability accommodations)
- Feb. 27 Employment issues (FMLA/ADA/Workers Comp, international candidates)
- Mar. 6 Diversity and Discrimination (including Title IX)
- Mar. 13 Contracts (including authority to sign, common provisions, and eVerify)
- Mar. 20 Technology and IP (copyright, social media, and information security)
- Mar. 27 Campus Safety and resources

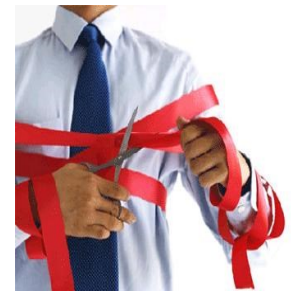
To sign up, visit training.georgiasouthern.edu.



Cutting Through the Red Tape Series

We are bringing "Cutting Through the Red Tape" series back from the 1990's and adding a modern spin to it. This series was originally intended to familiarize employees with all of the forms and paperwork needed to conduct daily business here at GSU. Now, most things are done digitally. Even documents are submitted digitally. By resurrecting this series, our goal is for employees to gain a better understanding of the current processes, procedures and protocols for everyday campus business. Each session will be taught by subject matter experts from the corresponding departments.

- Feb. 19 Travel Expense Reports & Business Objects
- Feb. 26 ADP, Onboarding & Personnel Action Forms
- Mar. 5 Employment Law, PeopleAdmin, Eagle Temps & Student Employment
- Mar. 12 HR Policies and Procedures, Employee Relations & Types of Leave
- Mar. 19 Procurement (ePro/P-Card) & Budgets
- Mar. 26 Marketing and Communications



Sessions will be held from 9:00 to 11:00 AM in the Human Resources Training Room.

Sign up at training.georgiasouthern.edu.

Classifying Compensation: A Basic Course

to understanding Classification & Compensation at Georgia Southern University



Facilitated by Fern Illidge, this course will help managers and supervisors understand the University classification and compensation system.

This two-day series will be held in the Nessmith Lane Center for Continuing Education.

Dates: Tuesday, March 11, and Thursday, March 13

Time: 2:00 – 4:00 PM

Room: 2911

Sign up at training.georgiasouthern.edu. Contact Fern Illidge if you have any questions.

Preventing Harassment in the Workplace

Do you feel that you are working in a hostile workplace? Are your employees working in or creating a hostile environment?

Facilitated by Jeff Thompson, this training session will provide participants with a greater understanding of what constitutes harassment in the workplace and how to prevent it. There will also be discussions concerning the University policy on harassment and what should be done if an employee feels they are being harassed and what is considered inappropriate behavior in a professional environment. The session will provide information on what is not considered harassment and how best to resolve personality differences or conflicting management styles.

Participants may choose to attend from 9:00-11:00 AM or 1:00-3:00 PM on Wednesday, February 19. Both sessions will be held in Continuing Education Room 1909.

Please sign up at training.georgiasouthern.edu.



When 300 HR managers at US companies with over 20 employees were asked which of the following has the most negative impact on employee morale, they responded:

33%
Lack of open, honest communication

18%
Micromanaging employees

15%
Failure to recognize employee achievements

10%
Fear of job loss

9%
Excessive workloads

-According to Accountemps, Menlo Park, California.

Assertive Communication in the Workplace

Discover the skill of assertive communication and how it can positively benefit you in the workplace. Become aware of the differences between assertive and aggressive communication. Learn what style of communication you have and its strengths and weaknesses. Please join us Monday, February 10th from 10:00-11:30 in the HR Training room to learn more about appropriate communication in the workplace.



Please sign up at training.georgiasouthern.edu.

Managing Conflict in the Workplace

CONFLICT can be a scary word. But did you know conflict can also be positive? There are many misconceptions and types of conflict. If you struggle with keeping your cool during a heated situation at work, this workshop could give you the perfect recipe for cool, calm, and collected communication to resolve the conflict. Want to learn the secret to resolving conflict in just two steps? Please join us Monday, March 3rd from 10:00-11:30 in the HR Training room to learn more about how to handle conflict in the workplace.



To sign up, go to training.georgiasouthern.edu.

Building a Confident Retirement

Are you feeling confident about your retirement? With the markets and economy consistently changing, you may feel less than confident about reaching your retirement goals. This seminar will offer tips and strategies that can help you:

- plan to bring your retirement dreams and goals more within reach;
- help you prioritize your retirement saving and spending plans to address what is most important to you; and
- identify risks that could throw your retirement plans off-track.

This informational seminar, presented by Ronald A. Washburn, CFP, will be offered on February 20 and April 23 from 4:00-5:00 PM in Continuing Education Room 2904.

To register, visit training.georgiasouthern.edu.

The Case of a System Upgrade

Karol had been happily working for a few months now, and she really felt like part of the company. Her duties and responsibilities had been outlined for her from the beginning, her position had been audited and classified correctly, and she had been able to come back after the holidays with a fresh approach to her job. She had even made some friends within the company; and it was one of her friendly colleagues that called her one morning in a tizzy. She had been on the company directory and had noticed that all of their titles had been changed. She was livid, and told Karol that they had no right to reclassify her without first notifying her of the changes. Karol clicked onto the directory and noticed that her title was different, as well. She calmly told her colleague that she would call her right back with more information, and started to call around for an explanation.

Her first call to the webmaster led to no information, as they were unsure about who exactly updated the directory. But their advice was to contact Human Resources if her concern was regarding her title. So she did. She calmly asked why positions had been changed and if reclassifications would result in different duties or more money for the employees; she also inquired about the notification process for informing employees that title were changing. All valid questions.

Although inspired in part by a true incident, the preceding story is fictional and does not depict any actual person or event.

There are times when organizational systems will need to be upgraded in order for the most up-to-date information as well as more efficient processes. Sometimes system upgrades affect only one department, sometimes an entire unit, and sometimes even the entire campus. The results of an upgrade can also affect other processes or policies, as well; and companies have to find a way to best work out the kinks as well as communicate changes to employees.

How does the PeopleAdmin upgrade affect Classification and Compensation?

Currently, Georgia Southern University is in the process of upgrading its hiring and recruitment, and position management system, People Admin. Once the process has been completed, we will be using People Admin, version 7, campus-wide. Although housed in Human Resources, the change will affect the entire campus – most especially the way we manage and classify positions on campus. As a prequel of sorts to the system upgrade, all classifications on campus had to be modified and irregularities corrected before reloading them back into the system. This opened the door for an opportunity to better organize position classifications and decrease the multitude of position titles that had overrun the system for five years. In short, it provided HR the opportunity to develop a new classification system after years of neglect! As a result, positions were restructured; titles were consolidated and updated to match market changes. Many hours of market and position research went into the creation of positions and modification of titles. However, before HR had the opportunity to hold open meetings to explain these changes, the new titles were released to campus, which caused some confusion and even some distress.

Here are some Steps to Surviving the People Admin System Upgrade and resulting position modifications:

1. **DON'T PANIC!**

These revisions are not reclassifications and will not affect current salaries. Additionally, the revisions will not affect current duties and responsibilities. They will, instead, bring clarification to the general expectations of all positions.



2. **BREATHE!**

Your potential for growth within the University will not be affected. There is no demotion or change in rank. There is, instead, a better understanding of your job duties and pay range.



3. **SMILE!**

This is a good thing! We have greatly decreased the amount of position titles out there so when managers, supervisors, and department heads need clarification on a position, the full description will be available online and easily understood. Job descriptions will be more up-to-date and also made available on the HR website.



Human Resources promised Karol that open meetings would be scheduled very soon to describe and define these changes, and to help employees understand how the changes would affect them. She thanked HR, hung up, and called her colleague to reassure her that all would be okay.

Do you have questions about your title and job duties? Contact Fern Illidge, Office of Compensation & Classification, for clarification or to schedule time to discuss your questions/concerns. Call 478-5374, or email fernillidge@georgiasouthern.edu.

Stay tuned for the ongoing workplace adventures of Karol, in the Resource.

By the Numbers!

In order to help family members financially:

60%

Of pre-retirees age 50 and up would be willing to retire later than planned.

40%

Of retirees would return to work.

36%

Would accept a less comfortable retirement.

More Numbers!

91%

Of people age 50+ would not be prepared if an aging parent or relative needed extended long-term care.

25%

Of parents age 50+ say they'd be prepared financially if they or their spouse were forced to retire early due to health problems.

20%

Of parents age 50+ have at least one "boomerang" child who has moved back in with them.

-From the January issue of Employee Benefit News.

We Made it Through Open Enrollment!

Once again, we all survived the Open Enrollment process for the 2014 new year. If you are enrolled in our group health, dental or vision plans, you should have received new insurance cards. Please begin using the cards at your next doctor's appointment.

It is time to think about your Preventive Care Benefits. Everyone should get an annual physical exam each year. Most benefits are covered at 100% under our health insurance plans. Blue Cross Blue Shield of Georgia uses the AMA age guidelines to determine the appropriate preventive care benefits for each age group. For more information on what types of care is covered for you, please visit www.bcbgsa.com and look for the Health and Wellness tab for a listing based on your gender and age.

Spring Student Employment Job Fair is a SUCCESS!

The Student Employment Center would like to thank several on-campus departments for attending the Spring 2014 Student Employment Job Fair. Over 550 students attended the event, which is the largest turnout for a job fair held in the Spring Semester. Thank you for your commitment to hiring and developing student employees. This event would not have been possible without the support of the following departments:

- Health and Kinesiology
- Office of Alcohol and Other Drug Programs
- Student Leadership & Civic Engagement
- Academic Success Center
- VPAA/Provost
- Facilities Services Administration
- Career Services
- Annual Giving
- Performing Arts Center
- University Housing
- Parking and Transportation
- COBA Dean's Office
- Office of Financial Accounting



Recruiting Staff Positions

Employment Services posted for recruitment 336 staff positions alone in Calendar Year 2013. This figure compared favorably with the activity in 2012 (350 postings).

The numbers do not reflect the multiple posts of professional/administrative or exempt level positions to outlets other than what appears online in PeopleAdmin. When an exempt level position is recruited externally, it is posted with the following outlets: the Statesboro Herald (all externally-recruited positions are posted in this outlet as required by the Affirmative Action Program, except in cases with some positions not located in Bulloch County, when advertising with the Herald is not feasible); University System of Georgia Applicant Clearinghouse, Inside Higher Ed, HigherEdJobs.com, and Hero2Hired. At the request of the hiring manager, Employment Services may be tasked with additional recruiting in outlets listed in the requisition page of the action in PeopleAdmin. Managers may choose from the list of advertising outlets.

Roughly six (6) percent of all positions posted last year were recruited internally. That is, these positions were posted to recruit from within the department, division or University only. Applications outside the internal specifications are not considered. (When the hiring manager opts to post internally, he/she must receive approval from the Director for Employment Services. The director grants approval based upon the manager's rationale, gender and race makeup of the department, unit, or job group the position is in, and the department's track record of fair and equitable hiring practices.)

Contact Nancy Whitfield at 478-0628 for questions related to recruiting staff positions.

eagletemps immediate staffing solutions

Eagle Temps offers hiring managers the opportunity to hire temporary employees from diverse staffing pools. Temporary staffing pools are designed to provide immediate solutions to staffing needs. Staff members from Human Resources organize and maintain temporary staffing pools for various positions and provide documentations of top candidates to the hiring manager when needed.

Five Reasons to utilize Eagle Temps

Money: *There are no administrative fees*

Time: *Enjoy a same day turnaround of applicants ready to start work*

Success: *Applicants' job skills matched to departmental needs in a professional and timely manner to promote the success of all departments and employees*

Flexibility: *Applicants are available for various reasons (seasonal peaks, medical leave, special projects etc.) and various hours/shifts*

On-site: *On-site staffing allows hiring managers to have direct contact with the Department of Human Resources*

For questions, contact Jamie Thomas at 478-0520 or jethomas@georgiasouthern.edu.

Lead by Example!

A friend shared a story with me five years ago. A life lesson that his father had learned in the early morning on a parade field. He was a fresh Army 2nd Lieutenant. The troops were assembled in the open field, the morning air was crisp, you could hear the sound of cadences being called in the background and the light rumble of traffic passing nearby. The crowd was gathered in the stands, tentatively awaiting for the event to begin. But then a sewer pipe busted and began spewing vile excrement covering a large portion of the field. The cut off valve to the pipe was accessible but only by walking through the mess. The young Lieutenant like his troops was dressed in his Class A uniform. His coat and pants were neatly pressed, his medals arranged perfectly, his shoes had a perfect mirror shine. None of his troops stepped forward, and as the Lieutenant was about to order someone to shut the valve, out of the crowd stepped an old Colonel. Like the Lieutenant, his uniform was perfect, taken out especially for this occasion. Without breaking stride, the Colonel walked from the stands, past the Lieutenant and his troops, through the sewage and turned the shut off valve. The crowd was silent except for the looks of horror on their faces. As the Colonel walked back, trudging through the soggy field, he stopped at the Lieutenant, and looked him in the eye. In a voice meant for the Lieutenant's ears only he said, "never ask someone to do something that You yourself wouldn't do." And with that, he walked away and disappeared into the crowd.

Shared by Kyle Herman, Student Employment Coordinator, Army Reserve, 2002-2010, Air National Guard, 2010-2013



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jobs.georgiasouthern.edu/facultystaff/perks.

University Wellness



Stress Less

SAVE THE DATE!

Wellness Week

2/17—2/21

Stress is so commonplace in our culture. Our culture encourages bigger, better, faster, more.... Where does it stop? Whether it is trying to “keep up with the Joneses”, tough family schedules, car problems, doctor visits, it all creeps up and causes stress for all of us. If we stop for a minute to think what the impact on our health is, we

would be trying to do all we can to make it stop. If I were to ask you what the effects of your stress are, you would likely name a laundry list of things including over-eating, low productivity, difficulty sleeping, weight gain, headaches, sickness, high blood pressure, muscle aches, and the list goes on. It's time to take a break, to make it stop! The University Wellness Program has added weekly Meditation classes to its schedule. Meditation is a time to sit in silence, to relax, to “get away from it all”.

Join us Mondays at 7pm at the RAC, if you are a member, or Fridays at Noon at the Library in room 1300. Come experience the freedom from stress!

While the Farmer's Market is away....

The Statesboro Main Street Farmer's Market and the Campus Farmer's Market has become a popular shopping experience for many. You love the atmosphere of the market, seeing your friends, tasting food samples, talking to the farmer's, and being outside. While we can't be outside with the Farmer's Market, fear not, it is still thriving! Did you know you can shop the Farmer's Market online? Even better, your order can be delivered to the RAC for pick up on Thursdays 4:30-6:30pm.



Visit <http://statesborofarmersmarket.com/market2go/> to start getting the freshest produce delivered to YOU!

Enjoy FREE RAC access February 16—23!

Visit us @ recreation.georgiasouthern.edu/wellness/ for more information!

Like “WellnessGSU” on facebook!